

Unpaid Internships available at the Department of Natural Resources

1. **Air Quality Bureau** is looking for motivated students with a solid background in science, GIS, mathematics, and /or computer applications to assist a variety of unpaid internships with Emissions Inventory section with air pollution data analysis projects. The opportunities include:
 - a. Generating charts and graphs illustrating air pollution data collected by the Department.
 - b. Collecting activity data via e-mail, phone and internet research from local areas with increased measured levels of fine particulate.
 - c. Documenting business requirements for application development.

These positions are available for the summer and are unpaid. It's expected to take up to 200 hours and work hours are flexible. For more information please contact Jason Marcel, 515.281.4873 or Jason.marcel@dnr.iowa.gov

2. **Environmental Services Division Administration**

- a. Research & Data Analysis
 - Flexible 20+/- hours per week – Spring semester or Summer
 - Review and research records for the Iowa DNR in the Wallace Building in Des Moines, Iowa to obtain data and then format the data into spreadsheets to analysis and create graphs & charts.
 - Skills Required: attention to detail, ability to work with limited supervision, and Microsoft Excel software knowledge.
- b. Educational Display & Event Coordination
 - Flexible 20+/- hours per week – Summer semester only
 - Work with a team to bring to life educational displays, banners, marketing materials, etc to be used during the Iowa State Fair.
 - Skills Required: ability to work on a team.
 - Skills Recommended: ability to work with tools (saw, screwdriver, hammer, etc) and knowledge of Microsoft software to create posters, brochures, and flyers.

For more information on these positions please contact Jerah Gallinger, 515.313.8908 or Jerah.gallinger@dnr.iowa.gov.

3. **Mines of Spain summer opportunities**

- a. Parks Interpreter/Naturalist - Assist Park Ranger and staff in interpretive programs, staffing interpretive center, creating displays and exhibits, office work and other. Person would help out with some facility maintenance, trail work and maintenance around the interpretive center. Maintenance would also be included at the Horseshoe Bluff Interpretive Area and other places used for interpretation.
- b. Natural Resource Management - Assist Park Ranger and staff with clearing invasive species from forests and prairies in park. Person would need to be comfortable in using a chain saw and other equipment. Work would include cutting species down and hauling to locations to burn or remove from site.

If you have any questions contact Wayne Buchholtz at 563.556.0620 (office), 563.599.7475 (cell) or my email at wayne.buchholtz@dnr.iowa.gov. If you would like more about the Mines of Spain please visit www.iowadnr.com or www.minesofspain.org.

4. The **Budget and Finance Bureau** is in need of an intern to work with our Internal Auditor on the GAAP package preparation. The intern will be asked to complete several different types of audit testing and data manipulation. The successful applicant should be self-motivated, have good written and oral communication skills and possess an eye for attention to detail. This is a great opportunity for an accounting major, a public policy major looking for emphasis in public finance, or a business major interested in procurement. This position would report directly to a Certified Public Accountant, assisting in the fulfillment of the CPA reporting hour's requirement for a potential CPA candidate. For more information please contact Marsha Peterson, 515.281.6392 or marsha.peterson@dnr.iowa.gov.
5. The **Budget and Finance Bureau** is in need of an intern to develop tools to assist staff in understanding their role in different Budget and Finance processes; to whom they should address questions and submit required materials; and what actions they must accomplish to be successful in the process. This could include a variety of topics. For more information please contact Marsha Peterson, 515.281.6392 or marsha.peterson@dnr.iowa.gov.
6. **Honey Creek Resort** is seeking three Naturalists to provide programs in a resort setting emphasizing outdoor recreation and natural interpretation. A variety of duties would include log visitor counts and some trail work. Skills required: Public speaking, ability to interpret natural and historical areas. Any outdoor skills such as Dutch oven cooking, fishing, kayaking, etc. Work hours are flexible; may work weekends, evenings, and holidays. For more information please contact Mike Godby, 641.895.2222 or mike.godby@dnr.iowa.gov.
7. The **Communication Bureau** is seeking someone to do audio/visual communication work primarily revolving around video editing. Some videography is possible. Applicant should be familiar with a Panasonic DVC Pro and/or Sony Betacam video cameras, be able to run Adobe Premiere Pro edit system, burn DVDs using Adobe Encore, edit/enhance audio in Adobe Audition and enter metadata into image files using Picassa or Adobe Bridge. Hours are flexible. Occasional travel may be required. For more information please contact Kevin Baskins, 515.281.8359 or Kevin.baskins@dnr.iowa.gov.
8. The **Communication Bureau** is seeking someone to do magazine writing and photography. This is an opportunity to contribute to Iowa's premier outdoor recreation magazine. Successful applicants must be able to display a high level of writing and/or photography skill. This is a great opportunity for a successful candidate to add published work to their portfolios in one of Iowa's top magazines, *Iowa Outdoors*. Hours are flexible. For more information please contact Kevin Baskins, 515.281.8359 or Kevin.baskins@dnr.iowa.gov.

9. **Prairie Rose State Park** is interested in hosting an unpaid intern for the summer recreation season; the end of May through August 1st. The days (2-3 per week) would be flexible as well as the hours - between 8AM to 11PM. Duties would include general park maintenance, mowing, trimming, cleaning restrooms, registering campers, and enforcing park rules and regulations. For more information please contact Michelle Reinig, 712-773-2701 or michelle.reinig@dnr.iowa.gov
10. **Springbrook State Park** has an opportunity for unpaid internship during the summer season. The days (2-3 per week) would be flexible as well as the hours - between 8AM to 11PM. Duties would include general park maintenance, mowing, trimming, cleaning restrooms, registering campers, and enforcing park rules and regulations. For more information please contact David Messinger, 641-747-8383 ext. 16 or david.messinger@dnr.iowa.gov.
11. The **Communication Bureau** is looking to enhance its online presence via online social networking tools, such as FaceBook and Twitter. The department would benefit from researching how other state and federal agencies are successfully implementing these tools along with what each are currently using to manage their online content as a whole. In addition to the above research, there is an opportunity to assist the department in searching the department's site and addressing broken links and additional updates. The majority of this research could be done from home for 10-15 hours/week for the semester or until the research is completed. There will be occasional meetings in Des Moines for reporting work status and presenting the final report. The student must have experience in communications and research methods. For more information please contact Tracy Fahrion, 515.242.6526 or tracy.fahrion@dnr.iowa.gov.
12. The **IT Bureau** the following opportunities:
 - a. Technical writers (2) would assist application developers and business analysts with documenting application requirements, functions, and disaster recovery plans. Must be competent using Microsoft Word and have a basic understanding of technology concepts and terminology. For more information please contact Jeff Franklin 515.281.0178 or jeff.franklin@dnr.iowa.gov
 - b. Technology Assistant (2) would work with help desk staff responding to DNR end user questions and problems. Some travel to DNR offices throughout Iowa may be required. A similar position will exist on the Application Development team to assist with basic programming and / or data reporting and analysis. For more information please contact Rick Hindman, 515.281.7083 or rick.hindman@dnr.iowa.gov.
13. The **Law Enforcement Bureau** has the following opportunities:
 - a. A grant researcher/writer – 10-12 hours a week for 12-16 weeks. Research can be done from anywhere in Iowa. May required 1-2 meetings in Des Moines. Develop a list of alternative funding sources for new projects and programs within the Law Enforcement Bureau. This includes hunter education, shooting sports, ATVs and other educational programs.
 - b. IT application support – 20 hours a week through August. Work to be done in Des Moines, but will likely include ride-a-longs with Conservation Officers. Support the roll out of new wireless

law enforcement computer applications. Troubleshoot problems and provide training to officers. Complete some application documentation.

For more information about these positions please contact Jason Sandholdt, 515.281.8174 or Jason.sandholdt@dnr.iowa.gov.

14. **Odessa Wildlife Unit** has an opportunity for an unpaid summer internship. Duties include lawn mowing, assisting with duck and goose banding, some food plot work, trash pickup and other routine maintenance work on public hunting areas. Some experience with tractors would be valuable but not necessary. Hours are flexible -20-40 hours per week. For more information on this position contact Wayne Souer, 319.523.3102 or wayne.souer@dnr.iowa.gov.